

WOODSTOCK HISTORIC PROPERTIES COMMISSION

REGULAR MEETING MINUTES

Monday, September 28, 2015

1. The meeting was called to order in Meeting Room B of Town Hall at 7:05 P.M. by Chairperson Evelyn Cole Smith. Other Commission members attending were Tom Chase, Myron Stachiw, Kristen Heitert, and Jean McClellan. Alternates Donald Froehlich, Harold Bishop and Beverly Brazeal also attended. Kristen Heitert was welcomed as a newly appointed member of the Commission.
2. Review of minutes. There was no meeting in August. Review of July minutes was tabled on motion by Tom Chase, seconded by Jean McClellan. Passed unanimously.
3. Public Comment. None.
4. Correspondence. National Trust membership reminder was received. Myron Stachiw will follow up.
5. Old Business
 - a. Cemetery Project.
 - i. Bradford Marcy Cemetery. The Commission has been awarded a Historic Preservation Enhancement Grant from the State Historic Preservation Office for \$10,000 to complete a cemetery survey of Bradford-Marcy Cemetery. Evelyn Cole Smith and Myron Stachiw will collaborate on a Request for Proposals, job descriptions, and list of potential consultants to be completed by next meeting or earlier. The grant period ends in May. Tom Chase will consult with Ruth Shapleigh Brown re possible consultants. Myron Stachiw will clarify with SHPO about necessity of using a "registered surveyor" as specified in grant. Kristen Heitert will share samples of RFPs for similar projects.
 - ii. Potential early burial ground was discussed. Property owners have shared results of GPR study conducted under the auspices of the State Archaeologist with Commission.
6. New Business. None
7. Adjournment at 8:58 PM on motion by Harold Bishop, seconded by Tom Chase, passed unanimously.

Respectfully submitted,
Jean McClellan, Clerk

Please note that while these minutes may be published the minutes are not approved by the Commission until the next meeting date.